

# Purchasing and Procurement Policy

## Purpose

The Board of Trustees of the Jaffrey Public Library has established this purchasing policy to govern the purchase of goods and services for the Library. The Library will make purchases that provide the greatest economic advantage.

## Purchasing Agent

The Library Director shall be the chief purchasing agent of the Library. The Library Director is responsible for the library- wide purchasing function and shall have the authority to delegate powers to staff for purchasing items when necessary. Any authorized persons are required to coordinate their purchasing with the Library Director.

## Purchasing Guidelines

Purchases for library materials, supplies and electronic resources will be made through statewide or national discount contracts for libraries, when available.

Purchases of any amount, within the expected line item expenditures, is at the discretion of the Library Director. Judgement should be exercised as to the choice of supplier and the number of quotations to solicit. Purchases with an estimated total cost of \$2,000 to \$4,999 require at least three quotations, unless it is a recurring item, or otherwise authorized by the Board of Trustees.

Any purchase over \$2,000 that is **not** an anticipated expense **and** will cause a line item to be exceeded during that fiscal year, requires approval by the Board of Trustees, prior to purchase.

The Director is authorized to establish charge accounts with businesses from which the Library will make purchases on a continuing basis. The Director may assign other employees responsibility for purchasing supplies needed for specific library programming.

Purchases of \$5,000 or more may require formal competitive bids, at the discretion of the Board of Trustees.

Grant funded expenditures are exempt from this policy.

## Emergency Purchases:

An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action where the failure to do so would be a detriment to the safety of the library, its employees and patrons. If a situation impinges on Library services or facilities and an emergency purchase contravening the policy statements above is deemed necessary, the Library Director and/or his/her designee, may authorize up to \$5000 for the purpose of addressing an emergency purchase of goods or services without prior board action.

Established procedures will be followed as much as is practical under the circumstances. In such cases, the Board Chair will be notified as soon as possible, and a full report shall be submitted to the Board of Trustees.

The Procurement Policy shall be reviewed every three years by the Board of Trustees.

*Approved by the Jaffrey Public Library Board of Trustees, Jaffrey, NH, June 17, 2024*